

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Assistant Building Official **GR:** R **FLSA:** EX **DATE:** 09/22/2016

DEPARTMENT: Development Services **DIVISION:** Building Services

REPORTS TO: Building Official **APPROVED:** _____ **JOB CODE:** 4055

GENERAL DESCRIPTION:

Under general supervision of the Building Official, the Assistant Building Official assists with oversight and performs supervisory and administrative duties in planning and coordinating the operations of the Building Services Division. Completes plan reviews for residential and commercial building permits, coordinates skilled inspections of all phases of building codes and zoning ordinances. Work includes complex technical duties including interpretive judgment and enforcement of adopted codes within prescribed standards and procedures. Works as assigned by the Building Official with the Development Review Team, Building Advisory Board, Building Advisory Board Construction Sub-Committees (i.e. Plumbing, Mechanical and Electrical), and other City departments.

TYPICAL DUTIES:

- Inspects buildings and structures to assure construction, alterations, maintenance, structural, plumbing and mechanical work is being completed in compliance with provisions of adopted codes and ordinances; confirms the quality of materials and methods of construction
- Reviews plans and specifications for building code compliance; reviews building, plumbing, electrical and mechanical permit applications; works with consultants on complex plans and addresses problems; assists design professionals and customers in resolving code conflicts and provides acceptable alternative solutions
- Assists with Development Review Team meetings with outside parties
- Assists with contractor registration/licensure; provides information to owners, builders and contractors on building & environmental code, specifications & plan requirements; prepares inspection activity, completed construction, and other departmental reports
- Enforces property maintenance code; makes inspections of existing buildings to determine hazardous conditions, structural failures and maintenance or repair needs; testifies in court proceedings
- Assists Building Official with management of Building Services Division and inspection activities as outlined in the Municipal Code; assists with drafting code amendments; acts as Building Official in Building Official's absence
- Assists in administration of division goals, objectives, policies, and procedures for assigned programs that meet or exceed the accreditation goals of the division; works with Engineering, Utilities and Fire Department with development matters and dangerous structures; monitors and evaluates departmental adherence to the efficiency and effectiveness of Commitment to Service Quality and Organizational Values; schedules staff and evaluates performance
- Works varied schedule as needed and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Trains and supervises residential and commercial plan reviewers and inspection staff.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Three years of experience in building trades or building inspection. One year of supervisory experience preferred. Minimum of three certifications in commercial, residential, plumbing, electrical, and/or mechanical inspections required. Plans examination and Building Official certification preferred, with ability to obtain within three years of eligibility required. Bachelor's degree in construction sciences, architecture, or related experience preferred. Possession of a valid Kansas driver's license required.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Efficiently and effectively review building plans and permit applications. (Daily)

Interpret and communicate code requirements thoroughly and accurately. (Daily)

Develop alternative methods to resolve code conflicts. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Inspect construction in progress at job site for compliance with building and other related codes. (Daily)

Efficiently and effectively handle complaints received. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Climb ladders and inclines, uneven surfaces, balance required

Walking: Extensive amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 50 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment and tools requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse weather conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Minimal exposure to construction and machinery noise

Hazards: Minimal exposure

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Moderate exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to communicate effectively, both orally and in writing.

Ability to listen and apply information and instructions.

Ability to organize files and effectively retrieve data.

Ability to understand and apply mathematical concepts accurately.

Ability to meet deadlines and work in stressful situations.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculator, vehicle, tape measure, personal computer, mobile phone, telephone, fax machine and testing equipment.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.